

## **13 FAM 270 REPORTS**

*(CT:TPD-001; 05-20-2004)  
(Office of Origin: FSI)*

### **13 FAM 271 LANGUAGE TRAINING REPORT FORM DS-651, REPORT OF TRAINING IN LANGUAGE/AREA SKILLS AND ACHIEVEMENTS**

*(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID)  
(Applies to Foreign Service Employees Only)*

Normally, a Form DS-651, *Report of Training in Language/Area Skills and Achievements*, shall be prepared upon the completion of long-term, full-time training for significant periods.

### **13 FAM 272 LANGUAGE PROFICIENCY REPORT FORM DS-254, LANGUAGE PROFICIENCY REPORT**

*(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID)  
(Applies to Foreign Service Employees Only)*

The result of any official test, other than a test given at the end of training, shall be submitted by Form DS-1354, *Language Proficiency Report*, to the M/FSI Language Testing Unit. Such official tests shall be administered in the field only with the authorization of M/FSI/Washington, except as specified in 13 FAM 242.

### **13 FAM 273 REPORT ON FOREIGN LANGUAGE COMPETENCE AT MISSIONS**

## **13 FAM 273.1 Authority**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID)*

*(Applies to Foreign Service Employees Only)*

Section 304(c) of the Foreign Service Act of 1980 (22 U.S.C. 3944(c)) requires that within six months after assuming the position, the chief of mission to a foreign country shall submit to the Committee on Foreign Relations of the Senate and the Committee on Foreign Affairs of the House of Representatives a report describing the chief of mission's own foreign language competence and the foreign language competence of the mission staff in the principal language or dialect of that country.

## **13 FAM 273.2 Purpose**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID)*

*(Applies to Foreign Service Employees Only)*

This section contains regulations relative to a legal reporting requirement placed upon chiefs of mission concerning their foreign language competence and that of their staffs.

## **13 FAM 273.3 Definition**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID)*

*(Applies to Foreign Service Employees Only)*

"Chief(s) of mission" in this context means the chief of mission to a foreign country, and, in keeping with the intent of the Congress, principal officers of special interest sections, consulates general, and consulates not under the direct supervision of a U.S. diplomatic post.

## **13 FAM 273.4 Procedures**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID)*

*(Applies to Foreign Service Employees Only)*

- a. Chiefs of mission (as defined above) at posts where English is neither the primary nor primary-alternate language (see 13 FAM 222.1) will submit such reports.

- b. The Director General of the Foreign Service (M/DGHR) will remind chiefs of mission of this requirement by telegram approximately four months following their arrival at post.
- c. Reports are to be submitted by telegram to the Director General for transmittal to the respective congressional committees. Chiefs of mission will be responsible for ensuring that such reports reach the Department at least two weeks prior to the six-month date mentioned in the Act.
- d. These reports should be concise but must address separately the language competence of the chief of mission and of the U.S. staff, including personnel of agencies other than the Department of State assigned to the mission and constituent posts, where appropriate. Specific reference to the speaking or reading proficiency rating (whether M/FSI-tested or self-assessed) of the chief of mission, and of appropriate key members of the staff should be cited. Comments on the use of the post language program as a tool for improving language competence of personnel at post would also be helpful. Reports should be unclassified and should conform to the format in 13 FAM Exhibit 234 and 13 FAM Exhibit 273.4.

## **13 FAM 274 THROUGH 279 UNASSIGNED**

## **13 FAM EXHIBIT 273.4 REPORT OF FOREIGN LANGUAGE COMPETENCE AT POST**

*(CT:TPD-001; 05-20-2004)*

UNCLASSIFIED

TO: SECSTATE WASHDC

PER CHANNEL

E.O. 12958: N/A

TAGS: APER

SUBJECT: REPORT ON FOREIGN LANGUAGE COMPETENCY AT MISSIONS

REFERENCE: 13 FAM 270

1. COMPETENCY IN (NAME OF LANGUAGE) M/FSI TESTED: S- /R- LEVEL

SELF-APPRAISED: S- /R- LEVEL

CHIEF OF MISSION:

DEPUTY CHIEF OF MISSION:

PRINCIPAL STATE DEPARTMENT  
OFFICERS (BY TITLE):

PRINCIPAL OFFICERS OF OTHER  
AGENCIES (BY TITLE):

PRINCIPAL OFFICERS OF CONSTITUENT  
POSTS (BY POST):

2. COMMENTS, RECOMMENDATIONS, REMARKS:

UNCLASSIFIED